

Message

From: Gullatt, Kristin [Gullatt.Kristin@epa.gov]
Sent: 3/22/2019 4:29:38 PM
To: Montgomery, Michael [Montgomery.Michael@epa.gov]; Montgomery, Michael@Waterboards [Michael.Montgomery@Waterboards.ca.gov]
CC: Torres, Tomas [Torres.Tomas@epa.gov]
Subject: FW: HELP....Not sure why Mike's TA got rejected in Concur...RE: Funding account for Mike Montgomery travels

Hi Mike-

Can you follow-up with the State Board to determine the status of the State's IPA contract. We need the IPA contract approved so we can begin requesting reimbursement of your salary and travel dollars (Board related trips). We are planning to use WTR travel funds to support the State trip outlined below (Ontario). However, we need to be reimbursed timely. Anything you can do to help move this process along would be great.

Thanks,

Kristin

415-972-3432

From: Ortesj, Marie
Sent: Friday, March 22, 2019 7:07 AM
To: Guan, Mendy <Guan.Mendy@epa.gov>
Cc: Ali, Fareed <Ali.Fareed@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>; Jackson, Clarice <Jackson.Clarice@epa.gov>; Moore, Linda <Moore.Linda@epa.gov>; Jacinto, Dina <Jacinto.Dina@epa.gov>; CHENG, CHRISTINA <Cheng.Christina@epa.gov>; Gullatt, Kristin <Gullatt.Kristin@epa.gov>
Subject: Re: HELP....Not sure why Mike's TA got rejected in Concur...RE: Funding account for Mike Montgomery travels

Mendy,

I talked to Fareed yesterday and we got the accounting line to fund the TA.

Code: W30.20192020.B.09LH.000BD4.MN090900

In a normal IPA where it charged to a grant or if it is a direct billing(except to CA State water resources control board or CA toxic Substance), the recipient is billed in advance before leaving on an IPA and that funds are placed in the reimbursable account. In this case the original BR3 line that rejected. Juliana works with CFC to bill and collect the funds.

Mike is going to a CA agency but not the two that are mentioned above. The reason this is important is because the two agencies above treat an IPA as a contract and under their law can't pay in advance. I am not sure if Juliana checked with this agency if they can or not depending how they view IPA. In the mean time, we should charge to Code: W30.20192020.B.09LH.000BD4.MN090900 that Mariela provided while we sort out this issue.

When we get the funds in, we will need to cross transfer to the reimbursable line that was rejected.

We can discuss this in more detail when I get back. Thank you.

On Mar 22, 2019, at 6:46 AM, Guan, Mendy <Guan.Mendy@epa.gov> wrote:

Fareed,

The organization code was entered in the wrong field. The correct order of the accounting string should be: **W30.20192020.BR3.09S0X87.000BD4.MN090900.**

I just checked and there is no funding available in this account. The TA would get rejected even we have entered the accounting string correctly. I just sent an email to Mariela and asked her how to fund it. Once I hear back from her, I will need Dina/Linda or Clarice's help to fix the TA and put the correct accounting string. Thank you in advance for your help.

Mendy Guan
U.S. EPA, Region 9, EMD-4-1
(415) 972-3749
guan.mendy@epa.gov

R9 Timekeeping Questions: R9Timekeeping@epa.gov
R9 Travel Request System (TRS): <https://webx.ord.epa.gov/service/travelR9>
R9 Credit Hours Form: <https://intranet.epa.gov/9online/services/time-and-travel/xlsx/2019-credit-hours.xlsx>

From: Ali, Fareed
Sent: Thursday, March 21, 2019 4:05 PM
To: CARATINI, JOSE <caratini.jose@epa.gov>; Jackson, Clarice <Jackson.Clarice@epa.gov>; Moore, Linda <Moore.Linda@epa.gov>; Jacinto, Dina <Jacinto.Dina@epa.gov>; CHENG, CHRISTINA <Cheng.Christina@epa.gov>
Cc: Ortesi, Marie <Ortesi.Marie@epa.gov>; Guan, Mendy <Guan.Mendy@epa.gov>
Subject: HELP....Not sure why Mike's TA got rejected in Concur...RE: Funding account for Mike Montgomery travels

I added the accounting and approved the TA but for some reason it got rejected. Anyone know how to fix?

<image001.png>

This is the Concur error....

<image002.png>

Fareed Ali
Accounting Section, EMD-4-1
Timekeeping and Travel Team, Lead
415-972-3665
ali.fareed@epa.gov

From: CARATINI, JOSE
Sent: Thursday, March 21, 2019 10:01 AM
To: Ali, Fareed <Ali.Fareed@epa.gov>; Jackson, Clarice <Jackson.Clarice@epa.gov>; Moore, Linda <Moore.Linda@epa.gov>; Jacinto, Dina <Jacinto.Dina@epa.gov>; CHENG, CHRISTINA <Cheng.Christina@epa.gov>
Cc: Ortesi, Marie <Ortesi.Marie@epa.gov>; Guan, Mendy <Guan.Mendy@epa.gov>
Subject: Funding account for Mike Montgomery travels

I hope someone gets this information, because I don't know how it works. TA is waiting for us to fund it.

<image003.png>

<image004.png>

Jose Caratini
415-972-3298
Room 13412

From: Eastman, Tiffany (AKA: Stone)
Sent: Thursday, March 21, 2019 9:10 AM
To: Okorley, Juliana <Okorley.Juliana@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>
Cc: Lopez, Mariela <Lopez.Mariela@epa.gov>; Li, Vivian <Li.Vivian@epa.gov>; Navarra, Nida <Navarra.Nida@epa.gov>
Subject: RE: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Ok, thank you Juliana.

Jose – This is the accounting information for Mike's travel. If you and the Travel Team do not have the ability to add this accounting information, please contact Cincinnati Travel.
<image005.png> The DCN prefix would be W30.

Thank you,
Tiffany

Tiffany Eastman Stone
Water Division
US EPA, Region 9

CONTACT INFO:
eastman.tiffany@epa.gov
Phone: (415) 795-2435

From: Okorley, Juliana
Sent: Thursday, March 21, 2019 8:27 AM
To: Eastman, Tiffany (AKA: Stone) <Eastman.Tiffany@epa.gov>
Cc: Lopez, Mariela <Lopez.Mariela@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>; Li, Vivian <Li.Vivian@epa.gov>; Navarra, Nida <Navarra.Nida@epa.gov>
Subject: RE: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Hello Tiffany,
When processing the document you have to edit the accounting line to input the IPA accounting information.
Thanks
23708

From: Eastman, Tiffany (AKA: Stone)
Sent: Thursday, March 21, 2019 6:21 AM
To: Okorley, Juliana <Okorley.Juliana@epa.gov>
Cc: Lopez, Mariela <Lopez.Mariela@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>
Subject: FW: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Good morning Juliana,

This is regarding the travel under Mike Montgomery's IPA. I saw that his hybrid work code has been set up in PeoplePlus but I do not see anything about the travel. Does an account need to be set up in Concur through the Travel Team in Cincinnati or through you? Just want to double-check.

Thanks,

Tiffany

Tiffany Eastman Stone
Water Division
US EPA, Region 9

CONTACT INFO:

eastman.tiffany@epa.gov

Phone: (415) 795-2435

From: Lopez, Mariela

Sent: Tuesday, March 12, 2019 1:48 PM

To: Okorley, Juliana <Okorley.Juliana@epa.gov>

Cc: Eastman, Tiffany (AKA: Stone) <Eastman.Tiffany@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>

Subject: RE: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Here is the language from the IPA agreement

<image006.png>

<image007.png> ← the code

Thanks!

m

From: Okorley, Juliana

Sent: Tuesday, March 12, 2019 1:44 PM

To: Lopez, Mariela <Lopez.Mariela@epa.gov>

Cc: Eastman, Tiffany (AKA: Stone) <Eastman.Tiffany@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>

Subject: RE: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Hello,

There is travel included in his IPA agreement. I think you can use the code but in the detail put in the IPA travel as in the description. I hope is helpful.

From: Lopez, Mariela

Sent: Tuesday, March 12, 2019 12:53 PM

To: Okorley, Juliana <Okorley.Juliana@epa.gov>

Cc: Eastman, Tiffany (AKA: Stone) <Eastman.Tiffany@epa.gov>; CARATINI, JOSE <caratini.jose@epa.gov>

Subject: FW: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Hi Julianna,

Do we use the same code that we use for People Plus?

-m

From: CARATINI, JOSE

Sent: Tuesday, March 12, 2019 11:44 AM

To: Eastman, Tiffany (AKA: Stone) <Eastman.Tiffany@epa.gov>; Lopez, Mariela <Lopez.Mariela@epa.gov>

Cc: Ali, Fareed <Ali.Fareed@epa.gov>

Subject: Has the travel reimbursement account for Mike Montgomery's IPA been established? How do we fund this request?

Jose Caratini
415-972-3298
Room 13412

From: Stone, Brandy@Waterboards <Brandy.Stone@Waterboards.ca.gov>

Sent: Tuesday, March 12, 2019 11:35 AM

To: CARATINI, JOSE <caratini.jose@epa.gov>


Subject: RE: You are on an IPA? Shouldn't the state pay for your travel? How is travel handled in the IPA contract?

Good afternoon Jose,


The details of the trip are as follows:

- Management Coordinating Committee (MCC) meeting
- 2 day meeting in Riverside, CA
- Dates: 3/25/19 – 3/26/19
- The hotels we are looking at are either the Hyatt Place Riverside Downtown or the Marriott Riverside at Convention Center, whichever can be found at the State rate of \$95.
- The following flight details are what my Assistant Executive Officer booked and suggested:

Flight 1: Monday, 03/25/2019 Est. Travel Time: 1h 20m [Wanna Get Away®](#)

FLIGHT # 0309	DEPARTS	ARRIVES
	OAK 08:20AM	 ONT 09:40AM
	Oakland	Ontario

Flight 2: Tuesday, 03/26/2019 Est. Travel Time: 1h 15m [Wanna Get Away®](#)

FLIGHT # 1834	DEPARTS	ARRIVES
	ONT 02:20PM	 OAK 03:35PM
	Ontario	Oakland

I am working out of the office today, that's why I'm sending all of this via email instead of phoning, but please let me know if you have any questions or need any other information.

Thanks,
Brandy Stone
Executive Assistant

California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay St., Suite 1400
Oakland, CA 94612
510-622-2399



From: Montgomery, Michael@Waterboards <Michael.Montgomery@Waterboards.ca.gov>
Sent: Monday, March 11, 2019 5:58 PM
To: CARATINI, JOSE <caratini.jose@epa.gov>
Cc: Stone, Brandy@Waterboards <Brandy.Stone@Waterboards.ca.gov>
Subject: RE: You are on an IPA? Shouldn't the state pay for your travel? How is travel handled in the IPA contract?

Hi Jose,
I will have my Assistant call you and give you the details of the trip so someone there can do my TA and Concur. The State Water Board pays my travel on reimbursable basis.
Thanks,
Mike

From: CARATINI, JOSE <caratini.jose@epa.gov>
Sent: Friday, March 8, 2019 3:13 PM
To: Montgomery, Michael@Waterboards <Michael.Montgomery@Waterboards.ca.gov>
Subject: You are on an IPA? Shouldn't the state pay for your travel? How is travel handled in the IPA contract?

Call me to figure this out.

Jose Caratini
415-972-3298
Room 13412

From: CARATINI, JOSE
Sent: Friday, March 8, 2019 3:07 PM
To: Montgomery, Michael@Waterboards <Michael.Montgomery@Waterboards.ca.gov>
Subject: RE: Travel

Yes, this is the new system. It keeps getting better!

<https://webx.ord.epa.gov/service/travelR9>

Jose Caratini
415-972-3298
Room 13412

From: Montgomery, Michael@Waterboards <Michael.Montgomery@Waterboards.ca.gov>
Sent: Wednesday, March 6, 2019 2:33 PM
To: CARATINI, JOSE <caratini.jose@epa.gov>
Subject: FW: Travel

From: Montgomery, Michael@Waterboards
Sent: Wednesday, March 6, 2019 2:31 PM
To: 'carratini.jose@epa.gov' <carratini.jose@epa.gov>
Subject: Travel

Hi Jose!,

Sorry I did not have a chance to say goodbye. I need to do a TA. Are we now at the stage where we fill out a form and the Travel office creates the TA or should I go into Concur myself? If we are using a form, could you please send it to me. Thanks.

Mike

Michael Montgomery
Executive Officer
San Francisco Bay Regional Water Board
michael.montgomery@waterboards.ca.gov
(510) 622-2399

www.waterboards.ca.gov
1515 Clay Street, Suite 1400
Oakland, CA 94612

<image009.png>